

## **CITY OF BURBANK**

### **DUPLICATING MACHINE OPERATOR**

#### **DEFINITION**

Under direction, to operate equipment used for the duplication and reproduction of printed matter; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Operates multilith offset duplicator, photocopy, collates, assembles, trims and binds reproduced materials; cuts paper stock from large size to various needed sizes; prepares paper and metal plates for duplicating; prepares liquid mixtures, and mixing of ink; cleans, oils, adjusts, and keeps machines in good repair; files plates; assists in photographic work.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the operating procedures of the multilith offset duplicating machine; duplicating shop procedures and terminology; photographic methods and techniques.
- Skills in - mechanical aptitude for equipment maintenance.
- Ability to - work for long periods in a standing position; develop and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** One year's experience in the operation of offset duplicating machines.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.